



**COMMUNITY DEVELOPMENT COMMISSION  
of the County of Los Angeles**

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**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

May 9, 2006

Honorable Board of Commissioners  
Community Development Commission  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**APPROVE THE PURCHASE OF PERSONAL AND LAPTOP COMPUTERS  
FROM DELL COMPUTERS CORPORATION  
(ALL DISTRICTS) (3 Vote)**

**CIO RECOMMENDATION: ( X ) APPROVE  
( ) APPROVE WITH MODIFICATION ( ) DISAPPROVE**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Executive Director of the Community Development Commission to approve a purchase order requisition for the procurement of 194 personal computers and 19 laptop computers from Dell Computers Corporation (Dell), and to use for this purpose \$212,600 included in the Commission's approved Fiscal Year 2005-2006 budget.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to procure 194 personal computers and 19 laptop computers from Dell for various programs throughout the Commission.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The purchase order requisition will be funded with a total of \$212,600 using Commission general funds included in the approved Fiscal Year 2005-2006 budget.



**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The purchase order requisition between the Commission and Dell will provide for a total of 194 personal computers and 19 laptop computers. Computers in use at various locations throughout the Commission are on average three to four years old, have a slow processor speed and, therefore, take more time to open and operate software applications. These outdated computers operate slowly and at times freeze during data entry when accessing software applications. As the requirements of programs in use in the Commission have evolved over time, increased demands are placed on the computer equipment used by staff members. When the capacity of this equipment is exceeded, work slows down, and data is sometimes lost.

Staff are often required to run multiple applications concurrently, such as Microsoft Outlook, Word, Excel, Laserfiche (electronic document management system), as well as one or more of the enterprise software systems in use at the Commission. The personal computers and laptop computers selected for replacement do not have enough memory and disk capacity to sustain running multiple applications at the same time, which hinders staff from working more efficiently.

With the purchase of the requested Dell personal computers and laptop computers, the processor speeds and system memory will be upgraded for more than 200 employees. Minimum specifications for each new Dell personal computer will include a 3.0 gigahertz (GHz) processor, 80 gigabyte (GB) hard drive and 1 GB of memory, which are the minimum requirements for achieving optimal use of the current software applications. Laptop computers will be similarly configured but with the slightly slower processor speeds of chips tailored to conserving battery life in portable devices.

The outdated computers will be properly disposed of through the County's auction program.

This action has been approved by the County's Chief Information Officer based on the attached analysis.

**ENVIRONMENTAL DOCUMENTATION:**

Approval of the purchase order requisition is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. The action is not subject to the provisions of California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

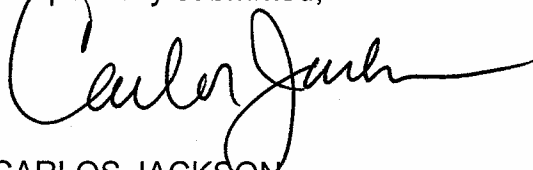
**CONTRACTING PROCESS:**

The Commission is taking advantage of the discounted costs leveraged through the National Association of State Procurement Officials (NASPO), which is less than the Commission's procurement process. The procurement process is consistent with the Commission's policies and procedures.

**IMPACT ON CURRENT SERVICES:**

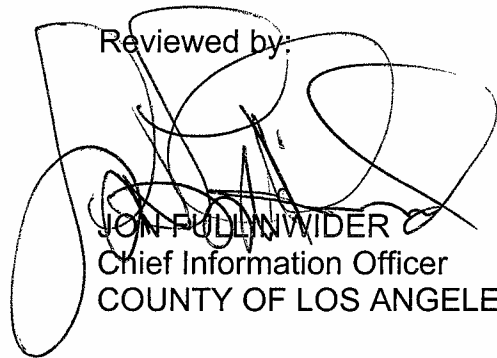
The purchase of the personal computers and laptop computers will help improve the performance of existing software applications. The new Dell computers will allow employees to work more efficiently and effectively with less interruption by system errors.

Respectfully submitted,



CARLOS JACKSON  
Executive Director

Reviewed by:



JON PULLINWIDER  
Chief Information Officer  
COUNTY OF LOS ANGELES

Attachment: 1

# CIO ANALYSIS

## PURCHASE OF DELL COMPUTERS FOR THE COMMUNITY DEVELOPMENT COMMISSION (ALL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION:

☒ APPROVE  
☐ DISAPPROVE

☐ APPROVE WITH MODIFICATION

Contract Type:

☐ New Contract  
☐ Sole Source Contract

☐ Contract Amendment  
☒ Hardware Acquisition

☐ Contract Extension  
☐ Other

New/Revised Contract Term:

Base Term: 1 Yrs

# of Option Yrs: 0

Contract Components:

☐ Software  
☐ Professional Services

☒ Hardware

☐ Telecommunications

Project Executive Sponsor: Carlos Jackson, Director, CDC

Budget Information :

Y-T-D Contract Expenditures	\$0
Requested Contract Amount	\$212,600
Aggregate Contract Amount	\$212,600

Project Background:

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project sub vented?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved?

Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan? The personal computer project supports the County's Strategic Plan Goal 3: Organizational Effectiveness.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan? The personal computer upgrade is detailed within the Commission's Business Automation Plan for FY 2005-2006.
Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT and security Standards?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Has data for this contract and/or project been entered into the Information Technology Tracking System (ITTS)? A one-time hardware purchase does not require tracking via ITTS.

**Project/Contract Description:**

The Community Development Commission (Commission) plans to upgrade outdated personal computer equipment via a purchase of 194 personal computers and 19 laptop computers at a not-to-exceed cost of \$212,600.

There is no impact on the County's General Fund. The funds will originate from the Commission's approved Fiscal Year 2005-2006 budget.

**Background:**

Various staff are using personal computers that are outdated, impacting efficiency. This computer upgrade will provide equipment configured with current technology standards (a 2.8 GHz processor, 80 GB hard drive and 1 GB of memory). The outdated computers will be properly disposed of through the County's auction program.

The 19 laptop computers will also replace outdated desktops, primarily in the Commission's Construction Management Division where inspectors and project managers increasingly work from the field and sometimes from home. Use of portable computers significantly improves their efficiency.

**Project Justification/Benefits:**

The purchase of the personal computers will help improve the performance of existing software applications. The new Dell computers will allow program staff to work more efficiently and effectively with less interruption caused by loss of information during data entry. It will also allow the Commission's information technology staff to install the latest security patches from Microsoft to ensure that the Commission's network remains secure from virus attacks.

**Project Metrics:**

None are required for this acquisition.

**Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved:**

The short term impact of not approving the Purchase Agreement is that the Commission's program staff will continue to experience operational inefficiencies. A longer term impact of not approving the Purchase Agreement is that the Commission will not be able to maintain effective personal computer security safeguards, which could potentially impact other County departments.

**Alternatives Considered:**

No other alternatives were considered. Dell Computer is the Commission's recommended standard for personal computers.

**Project Risks:**

None

**Risk Mitigation Measures:**

None.

**Financial Analysis:**

The total cost for the personal computer project is \$212,600. The funds will originate from the Commission's approved Fiscal Year 2005-2006 budget.

**CIO Concerns:**

None.

**CIO Recommendations:**

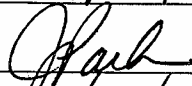
My office recommends the approval of the proposed acquisition by the Board.

**CIO APPROVAL**

Date Received:

4/25/06

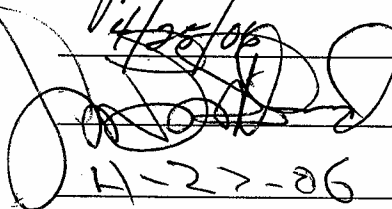
Prepared by:



Date:

4/25/06

Approved:



Date:

4-27-06